

# **Family Education for Christ By-laws**

## Article I – Name

The name of this association will be Family Education for Christ, hereinafter referred to as “FEFC.”

## Article II – Description

FEFC is a Christian home school support group. We are families committed to God’s admonition that we raise our children “in the discipline and instruction of the Lord” (Ephesians 6:4), and that we are to diligently and purposefully train our children as exemplified in Deuteronomy 6:6-7. FEFC supports the work of the local church and encourages families to be active and accountable in a body of believers. It is our intent and design that this group be neither a replacement for nor a hindrance to your own church commitment and involvement. For this reason, we stay single-minded in our function to serve as a tool for your home school, with our emphasis on providing meaningful educational and social experiences for you and your children. We strive to select activities that do not duplicate those which are generally considered to be the function of your local church.

FEFC is not a legal entity. It cannot sue nor be sued.

FEFC is a “not-for-profit” group. It is not organized for business purposes or profit.

Being a private association, FEFC reserves the right to refuse or terminate membership. Biblical guidelines for conflict resolution will be followed.

## Article III – Purpose

The purpose of FEFC is to encourage member families to grow and thrive in their respective home school environments and to facilitate their success by providing information and support services, while upholding the Biblical principles on which the association is founded.

#### Article IV - Statement of Faith

1. We believe the Bible, both the Old and New Testaments, to be the inspired, inerrant, infallible, divinely preserved Word of God which constitutes completed and final revelation, and to be the sole and final authority for faith and practice. (II Timothy 3:16-17; II Peter 1:21; Psalm 119:89; Psalm 12:6,7)
2. We believe there is one living and true God - an infinite, intelligent Spirit, perfect in all His attributes, and eternally existing in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; John 1:1-13; Matthew 3:16-17; II Corinthians 13:14; Revelation 1:8)
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection from the dead, His ascension into Heaven, and His imminent bodily return in power and glory. (John 1:1,14; Luke 1:31-35; Philippians 2:6-8; I Corinthians 15:1-8; 15:21; I Peter 2:24; Ephesians 1:7; Hebrews 9:12; Acts 1:9-11; I Thessalonians 4:13-18)
4. We believe that man was created in the image of God but fell into sin through the disobedience of Adam and is, therefore, lost, unable to justify himself before God. (Genesis 1:26,27; 2:16,17; 3:6; Romans 3:10,23; 5:12,18)
5. We believe that salvation is the free gift of God given to the sinner by grace and received by personal faith in Jesus Christ alone, as Savior and Lord, whose substitutionary death on the cross paid the penalty for man's sin. This free gift of salvation is not received by any personal works whatsoever. (Ephesians 2:8,9; Titus 3:5; John 1:12; 5:24; Romans 5:15; 6:23; 10:9-13; Acts 16:31)
6. We believe that the ministry of the Holy Spirit is to convict and regenerate mankind, and to indwell, guide, instruct, and empower the believer for godly living and service. (John 16:7-14; Titus 3:5; I Corinthians 6:19; 12:13; Romans 8:14; Ephesians 5:18)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:28-29; I Thessalonians 4:16; Revelation 20:4-5; 20:12-15)

## Article V – Full Membership

### Section 1 – Requirements

In order to be accepted as full members of FEFC, a family must meet the following requirements:

1. Read and sign the FEFC membership form, thereby indicating agreement with the FEFC By-laws.
2. Pay the required annual dues. (Annual dues waived for Board of Officers)
3. Be actively educating at least one school-aged child at home.

### Section 2 – Privileges

FEFC members will have access to the following services and privileges:

1. Online access to the FEFC newsletter
2. Attendance at general meetings
3. Participation in the FEFC Mentor Program
4. Participation of home schooled children in FEFC-sponsored clubs and activities
5. Participation in the FEFC Curriculum Fair
6. Notification of evaluations and testing services, when available
7. Access to the FEFC resource library
8. Access to online alphabetized list of member families (referred to as the “Alpha List”)
9. Notification of field trips and activities
10. Special discounts at select area businesses
11. Notification of special legislative alerts
12. Placement on the FEFC e-mail loop for news, updates and prayer requests
13. Voting privileges (one vote per family) on issues which come before the group for a decision (Attendance at meetings is normally required for voting, except for election of Officers, amendment of the By-laws, and other issues as determined by the Board of Officers and announced to the membership at least one meeting in advance of the vote. In those specific cases, a written proxy may be executed through the member’s Area Representative. Proxies will be drafted by the Board of Officers and made available through the Area Representatives for at least one month prior to the vote.)
14. The right to continue a child’s participation for one school year in any FEFC- sponsored club(s) of which that child was a member the previous year. After said year, the child will not be eligible for participation in any FEFC-sponsored club(s) if the child does not resume being homeschooled.

### Section 3 – Responsibilities

1. As the homeschool movement grows, our reputation as home educators in both the Christian community and the world is important to maintain. The manner in which we or our children conduct ourselves is noticed by those not home schooling and judgments will be made based upon what is seen or heard. The following is a list of standards which will help to uphold the reputation of home education.
  - a. Members are encouraged to be diligent to educate their children in accordance with the law of their state.
  - b. It is vital that members be familiar with area truancy laws. It is recommended that you maintain “school hours”. Whenever possible, run your errands with your school aged children after local schools have dismissed. When you are out during school hours, others assume you are not truly schooling.
  - c. The Home School Legal Defense Association (HSLDA) recommends that you not allow children (especially younger children) to answer the telephone during public school hours. If a social worker, truant officer, or any non-home educator calls your home during the day, the sound of a young voice will immediately arouse suspicions. It is better to answer the phone yourself or use an answering machine.
  - d. If you must work outside the home, try to schedule hours which will not give the impression that you leave children at home to do school.
2. Members are encouraged to attend FEFC meetings.
3. Members are expected to keep the information on the alpha list in strictest confidence and are not to give out this information to nonmembers. The alpha list is not to be used for commercial or marketing purposes.

## Article VI – Associate Membership and Honorary Membership

### Section 1 – Eligibility

Associate membership is available for families who meet one of the following criteria:

1. Families with children of preschool age who have an interest in educating those children using a home study program.
2. Families who have been members in good standing of FEFC for the previous two or more consecutive years and are not home schooling during the current year. After one year, the family will not be eligible for continued associate membership if they do not resume home schooling.

Honorary membership is available for those listed below who meet the following criteria:

1. A parent(s) who has graduated their child/children from homeschooling while being members in good standing of FEFC.
  - a. Participation in FEFC-sponsored activities and/or clubs, unless otherwise allowed by FEFC By-laws, is limited to individuals acting in support roles, if deemed acceptable by the Board of Officers and the person(s) directly in charge of FEFC-sponsored activities and/or clubs.
2. Those children who have graduated from homeschooling while being members in good standing of FEFC.
  - a. Honorary membership does not extend any membership rights/privileges to extended family members (i.e., spouse and/or children).
  - b. Participation in FEFC-sponsored activities and/or clubs, unless otherwise allowed by FEFC By-laws, is limited to individuals acting in support roles, if deemed acceptable by the Board of Officers and the person(s) directly in charge of FEFC-sponsored activities and/or clubs.
3. Meet Requirements as set forth in Section 2 below, except that payment of annual dues is waived.
4. Honorary membership for all individuals is subject to approval of the Board of Officers.

### Section 2 – Requirements

1. Read and sign the FEFC membership form, thereby indicating agreement with the FEFC By-laws.
2. Pay the required annual dues.

### Section 3 – Privileges

FEFC associate/honorary members will have access to the following services and privileges, as appropriate:

1. Online access to the FEFC newsletter
2. Attendance at general meetings
3. Participation in the FEFC Mentor Program allowing the associate member to have a mentor, upon availability.
4. The right to continue a child's participation for one school year in any FEFC-sponsored club(s) of which that child was a member the previous year. After said year, the child will not be eligible for participation in any FEFC-sponsored club(s) if the child does not resume being home schooled.
5. Participation in the FEFC Curriculum Fair
6. Notification of evaluations and testing services, when available
7. Access to the FEFC resource library
8. Access to online alphabetized list of member families (referred to as the "Alpha List")
9. Notification of field trips and activities, when appropriate
10. Notification of special legislative alerts
11. Placement on the FEFC e-mail loop for news, updates and prayer requests

### Section 4 – Responsibilities

1. Members are encouraged to attend the general FEFC meetings
2. Members are expected to keep the information on the Alpha List in strictest confidence and are not to give this information to nonmembers. The Alpha List is not to be used for commercial or marketing purposes.

## Article VII – Leadership

### Section 1 - Board of Officers

The Board of Officers shall consist of a President, a Vice-President, a Treasurer, and a Secretary. Officers will be persons holding full membership status as prescribed in Article V.

In order to maintain proper focus, it is respectfully requested that Officers limit their active involvement in other home school support groups during their term in office.

Nominations for Officers will be accepted during the general March and April meetings. The names of those nominated will be published in the May newsletter, which will be distributed prior to the May meeting. Election of Officers will be held during the general May meeting. A simple majority vote by the member families present and those voting by written proxy shall be necessary for election to office.

All Board of Officers members will take office on June 15<sup>th</sup>. Term of office shall be for one year with a recommendation that at least two Board of Officer members serve a two year term so as to promote continuity.

Qualifications of Officers:

1. Must be actively home schooling all of their school age (K – 12<sup>th</sup>) children
2. Must adhere to the Statement of Faith (Article IV) and have trusted Jesus Christ as their personal Savior and Lord.
3. Must have been members of FEFC for the previous three or more consecutive years, the last two of which were at full membership
4. Must have held a position of service in FEFC for a minimum of two years, including, but not limited to Activity Coordinator and Activity Leader

Duties of Officers:

President -

1. Responds to telephone inquiries regarding FEFC
2. Maintains records of income and expenses
3. Sets agenda for meetings of the group
4. Presides at the meetings of the group, Board of Officers, and the Council of Area Representatives
5. Ensures that group activities are in line with the Purpose Statement (Article III)
6. Maintains list of available volunteers
7. Has authority to disperse funds up to \$250 in consultation with the Treasurer
8. Selects Activity Coordinators and Area Representatives

Vice-President –

1. Ensures that Volunteers stay on schedule with their responsibilities
2. Assists the President as required
3. Assumes the duties of the President in his absence

Secretary –

1. Sends out announcements and prayer requests via e-mails as directed by President
2. Sends out information packets to new members
3. Sends official correspondence
4. Keeps attendance at monthly meetings
5. Maintains Alpha List

Treasurer –

1. Keeps membership and dues records
2. Maintains records of income and expenses
3. Disburses funds up to \$250 in consultation with the President, larger amounts with the approval of the entire Board of Officers
4. Ensures that requests for reimbursement are accompanied by appropriate documentation
5. Secures skating rink with deposit check at least two weeks in advance
6. Documents scholarships for FEFC membership dues to families that have shown a specific need

## Removal of Officers:

An Officer who is not able or willing to perform his duties and does not continue to meet the qualifications listed in Article VII may be removed from office in the following manner:

1. Resignation – An Officer may resign on his own initiative by submitting written notice of resignation to the Board of Officers.
2. Removal – An Officer may be removed by the following procedure only. A written complaint must be submitted to the Board of Officers and Council of Area Representatives, who after prayerful consideration will vote regarding the validity of the complaint. If a 3/4 majority vote is achieved, the matter will be presented to the full member families, at a general meeting, for their prayerful consideration. A vote will be taken at the following general meeting. A 3/4 majority vote is required for removal. If an emergency situation exists, these procedures may be by-passed, at the discretion of the Board of Officers.

## Section 2 – Council of Area Representatives

Area Representatives will be persons holding full membership status as prescribed in Article V, and each Representative shall have one vote in committee.

The Council of Area Representatives shall consist of one Representative per 10-15 member families grouped according to zip code.

Area Representatives will be selected by the President by September 30th, and as needed thereafter. Term of office shall be from October 1st – September 30th with a recommendation that at least five Council members serve a two year term so as to promote continuity.

## Qualifications of Area Representatives:

1. Must be actively home schooling all of their school age (K – 12th grade) children
2. Must adhere to the Statement of Faith (Article IV) and have trusted Jesus Christ as their personal Savior and Lord
3. Must have been members of FEFC for the previous two or more consecutive years at full membership
4. Must have held a position of service in FEFC for a minimum of one year

#### Duties of the Area Representatives:

1. Area Representatives will be available to respond to telephone inquiries from the families in their Representative Areas should a question or complaint arise. Should the Representative not be able to resolve the question or complaint, they are then responsible to refer the matter to the Board of Officers.
2. Area Representatives will be responsible to vote the written proxies of the full member families in their Representative Areas as provided in Article VI, Section 2.
3. The Council of Area Representatives will be available to meet together at the request of the President to discuss matters of policy, discipline, and any other necessary business.

#### Removal of Area Representatives:

An Area Representative who is not able or willing to perform his/her duties and does not continue to meet the qualifications listed in Article VII may be removed from office in the following manner:

1. Resignation – An Area Representative may resign on his own initiative by submitting written notice of resignation to the Board of Officers.
2. Removal – An Area Representative may be removed by the following procedure only. A written complaint must be submitted to the Board of Officers. If, after prayerful consideration, the complaint is found to be valid, and if the Board of Officers deems it necessary, a vote will be taken. A 3/4 majority vote is required for removal. Such vote shall be held during a called business meeting of the Board.

#### Section 3 – Other Functions of the Board of Officers and Council of Area Representatives

The Board of Officers and Council of Area Representatives will govern policies and procedures for the operation of FEFC including, but not limited to:

1. Special speakers, displays and vendors
2. Lending library donations and inventory
3. Newsletter content
4. Field trip procedures

This body may also:

1. Seek volunteers from among FEFC members as the need arises
2. Coordinate groups and activities
3. Have the right to deny any application for membership if in the opinion of the Board of Officers, due cause for said denial exists

#### Section 4 – Activity Coordinators

Activity Coordinators are those individuals responsible for the oversight of the FEFC club or activity to which they are approved. They are to be appointed for a term of one year by the President.

Qualifications of Activity Coordinators:

1. Must be a full member in good standing of FEFC
2. Must adhere to the belief statement (Article IV)
3. Must have trusted Jesus Christ as their personal Savior and Lord

Removal of Activity Coordinators:

An Activity Coordinator who is not able or willing to perform his/her duties and does not continue to meet the qualifications listed in Article VII may resign or be removed from office in the following manner:

1. Resignation – An Activity Coordinator may resign on his own initiative by submitting written notice of resignation to the Board of Officers.
2. Removal – An Activity Coordinator may be removed by the following procedure only. A written complaint must be submitted to the Board of Officers. If, after prayerful consideration, the complaint is found to be valid, and if the Board of Officers deems it necessary, a vote shall be taken. A 3/4 majority vote is required for removal. Such vote shall be held during a called business meeting of the Board of Officers.

#### Section 5 – Activity Leaders

Those individuals leading groups and activities are to be appointed for a term of one year by the Activity Coordinator and must meet the following conditions:

1. Must be a full member in good standing of FEFC
2. Must adhere to the belief statement (Article IV)
3. Must have trusted Jesus Christ as their personal Savior and Lord

## Removal of Activity Leaders:

An Activity Leader who is not able or willing to perform his/her duties and does not continue to meet the qualifications listed in Article VII may be removed from office in the following manner:

1. Resignation – An Activity Leader may resign on his own initiative by submitting written notice of resignation to the Board of Officers.
2. Removal – An Activity Leader may be removed by the following procedure only. A written complaint must be submitted to the Board of Officers. If , after prayerful consideration, the complaint is found to be valid, and if the Board of Officers and the respective Activity Coordinator deem it necessary, a vote shall be taken. A 4/5 majority vote by the combined Board and Activity Coordinator is required for removal. Such vote shall be held during a called business meeting of the Board of Officers and the respective Activity Coordinator.

## Article VIII – Revenues

### Section 1 – Membership Dues

FEFC has been formed for the benefit of its member families and not for profit. Earnings from membership dues are exclusively for the benefit of FEFC and its members.

### Section 2 – Amount of Dues

Membership dues shall be set by the Board of Officers and Council of Area Representatives according to the needs and expenses of FEFC.

### Section 3 – Record of Dues

The Treasurer will receive and disburse all money for FEFC and will keep all records in a ledger. The monthly treasurer's report will be available to any member upon request.

### Section 4 – Other Monies

The Board of Officers may approve income from sources other than FEFC dues and disburse the same at its discretion.

## Article IX – Meetings

### Section 1 – General Meetings

General meetings will be held on the third Tuesday of each month from September through May, excluding December. All full members, associate members, prospective members and guests are welcome to attend. Meetings will follow this general order:

Opening Prayer  
Approval of Previous Meeting’s Minutes  
Old Business/Unfinished Business  
New Business  
Heart to Heart  
Dismissal

Minutes of the official business portion of the general meetings will be taken by the Secretary. All records of the Secretary are the official records of the group.

#### Voting at FEFC Meetings –

The presence of at least one member from fifteen “full member” families, one of which shall be an FEFC Officer, shall be necessary to constitute a quorum. Each “full member” family shall be allowed to cast one vote. A simple majority vote will carry or defeat motions.

Election of Officers will be held during the general May meeting. A simple majority vote of the “full member” families present and those voting by written proxy shall be necessary for election to office.

### Section 2 – Board of Officers Meetings

Meetings of the Board of Officers may be called, held and conducted in accordance with such rules and procedures as they may adopt.

#### Voting at Board of Officers Meetings –

The presence of all Officers shall be necessary to constitute a quorum. Each Officer shall be allowed one vote. A simple majority vote will carry or defeat motions. In the event of a tie, the President’s vote will sway the matter.

### Section 3 – Council Meetings

Meetings of the Council of Area Representatives may be called, held and conducted in accordance with such rules and procedures as they may adopt.

Voting at Council of Area Representative meetings –

The presence of at least one Officer and a simple majority of Area Representatives shall be necessary to constitute a quorum. Each Area Representative shall be allowed one vote, with the Officer(s) present not voting unless necessary. A 3/4 majority vote will carry or defeat motions.

### Article X – Adoption and Amendment

#### Section 1 – Procedure for Adoption

A copy of these By-laws shall be in the possession of the officer conducting *any* general meeting. A copy shall be kept by each of the FEFC Officers and Area Representatives, as well as in the FEFC lending library. A copy of these By-laws shall be presented to each prospective member family for their consideration prior to joining FEFC. Upon signing the FEFC membership form (thereby indicating agreement with and compliance to the FEFC By-laws, including personal belief in the Statement of Faith) and upon payment of the required annual dues, the member family will have adopted these By-laws and is required to abide by them. Failure to comply with these By-laws is grounds for membership termination by the FEFC Board of Officers.

#### Section 2 – Procedure for Amendment, Alteration, or Repeal of By-laws

These By-laws may be amended, altered, or repealed by the following procedure only. Any proposed change must be submitted in writing to the Board of Officers and the Council of Area Representatives. If, after prayerful consideration, the proposed change is deemed reasonable, it will then be presented for discussion and final wording at the next General Meeting. The final wording will be published in the next newsletter. Members will be notified of any proposed change(s) by mail. At the following general meeting the proposed change will be approved with a 2/3 majority vote of full member families present and those voting by written proxy.

Any rule herein may be temporarily suspended to meet an emergency judged to be extreme in nature by a unanimous vote of the full member families present at any general meeting.

All amendments shall, after passage, be prepared in typewritten form by the FEFC Secretary and distributed to every member family of FEFC. Copies of the By-laws disbursed from that date forward shall reflect all amendments and alterations.